



State of New Jersey
DEPARTMENT OF HEALTH AND SENIOR SERVICES
NURSING HOME ADMINISTRATORS LICENSING BOARD

DONALD T. DIFRANCESCO
Acting Governor

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CHRISTINE GRANT, JD, MBA
Commissioner

www.state.nj.us/health/ltc/nhalb.htm

Dear Administrator:

Your current nursing home administrator license will expire on June 30, 2001. In order to renew your license, please complete the enclosed application for renewal, attach the required fee of \$150 in the form of a check or money order made payable to the New Jersey Department of Health and Senior Services, and submit to the Nursing Home Administrators Licensing Board (NHALB). Retain the copy marked "applicant" for your records.

Please attach documentation to reflect attendance for each continuing education program (see attached regulations and the continuing education policy) listed on page two of the renewal application for which you are claiming credit for this license renewal.

Applications for renewal must be received in this office no later than the close of work Friday, May 11, 2001. If the NHALB does not receive your renewal application on or before May 11, 2001, you may not receive your license by July 1, 2001. A license is not renewed until a complete application and the appropriate fee are received in this office and the application has been reviewed and determined to be in compliance with all licensure renewal requirements.

The NHALB anticipates mailing out licenses during the week of June 18, 2001. Please do not contact the NHALB unless you have not received your new license by June 27, 2001.

If you are NOT planning to renew your nursing home administrator license at this time, complete your name and license number only, check the appropriate box and return the application for renewal to the NHALB. Retain the copy marked "applicant" for your records.

N.J.A.C. 8:34-6.9 Inactive Status

(a) If a licensed administrator fails to fulfill the license renewal requirements at the prescribed time, in accordance with N.J.A.C. 8:34-6.2, the license shall be considered inactive and, therefore, the individual shall not engage in the practice of nursing home administration.

(b) An individual may apply for a license without examination within the two year period of inactive status referenced in (a) above upon submitting the request for restoration of said license, in writing, to the NHALB.

(c) An individual requesting restoration of his or her license from inactive status within two years of inactivity, shall be required to pay the current license renewal fee in accordance with N.J.A.C. 8: 34-9.1 (a) 3 and comply with the education requirements identified at N.J.A.C. 8: 34-6.9 (d) below.



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(d) The applicant shall be required to complete 40 hours of continuing education credit for each year in which the license was inactive in addition to the required 40 hours of continuing education for the biennial licensing.

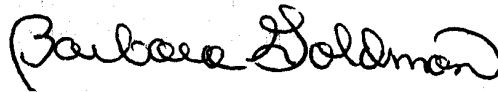
(e) An administrator whose license is in an inactive status and who subsequently fails to meet the requirements identified at N.J.A.C. 8: 34-6.9 (b), (c), and (d), shall be required to apply in writing for the restoration of licensure under the requirements as determined by the NHALB on an individual basis as provided for in these rules.

CONTINUING EDUCATION

CEU certificates distributed by the program sponsor must contain the following information: (1) name of the sponsor, (2) name of the program, (3) date of the program, (4) a NHALB approval number or NAB approval number, (5) number of continuing education units earned, and (6) the signature of a representative of the sponsoring organization. A letter on the letterhead stationery of a sponsor providing the above information is also acceptable.

The NHALB thanks you for your anticipated cooperation with the license renewal process and welcomes your questions and suggestions.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Goldman".

Barbara Goldman, R.N., J.D.
Executive Director
Nursing Home Administrators
Licensing Board

c: NHALB Members

N.J.A.C. 8:34 SUBCHAPTER 6. Licensure

8:34-6.2 Renewal of License

(d) An applicant for licensure renewal, who had a license issued by the Board for less than two years, shall be required to complete at least the following number of continuing education hours:

1. Licensed for 19 to 24 months 40 hours;	3. Licensed for 6 to 11 months 20 hours;
2. Licensed for 12 to 18 months 30 hours;	4. Licensed for less than 6 months 0 hours.

N.J.A.C. 8:34 SUBCHAPTER 7. CONTINUING EDUCATION

8:34-7.1 Purpose and scope

The requirements set forth under this subchapter shall apply to all nursing home administrators licensed to practice long term care administration within the State of New Jersey except where the rules provide for exemption or waiver.

8:34-7.2 Licensure renewal continuing education credit requirement

(a) By the completion of each biennial licensing period, each administrator shall, as a condition of licensure renewal identified at N.J.A.C. 8:34-6.2 successfully complete 40 hours of approved continuing education in health or health-related courses, seminars, or programs relevant to long term care administration as determined by the Board.

(b) The continuing education period shall commence on May first in an odd numbered year and end on April thirtieth in the succeeding odd numbered year.

(c) Attendance at meetings of, and/or service for, professional trade associations and associations of licensed administrators approved by the Board, may yield up to ten hours of continuing education credits every two years.

(d) Each licensee shall be permitted to carry over up to ten excess credit hours from one licensing period to the next.

8:34-7.3 Continuing education; scope

(a) The Board shall develop and promulgate, in accordance with N.J.S.A. 52:14B-1 et seq. and N.J.A.C. 1:30, standards for determining which, if any, courses, seminars, or programs qualify for the credit hour requirement for licensure identified at N.J.A.C. 8:34-7.2(a).

(b) Criteria for continuing education courses shall include:

1. Material designed to acquaint administrators with the utilization and application of new techniques, methods, procedures and information relating to long-term care administration; and
2. Professional competency and ethics, as well as legal aspects relating to the practice of long term care administration.

(c) The Board shall review and monitor all approved courses, seminars or programs. Upon evidence that the courses, seminars or programs fail to meet the criteria in this subchapter, the sponsoring institution or agency shall lose its approved status and shall be required to reapply for future continuing educational approval.

8:34-7.4 Program approval

(a) Any course of study offered by an educational institution, association, professional society, person or organization for the purpose of qualifying applicants for licensing in this State as nursing home administrators and/or for license renewal shall require the approval of the Board.

(b) Any person or organization desiring approval as a sponsor of a health or health-related course, seminar, or program shall apply to the Board through written application. Such written application shall be received by the Board at least 30 days prior to the date of the Board meeting at which approval is requested and shall include:

1. The dates that the course, seminar or program is to be offered;
2. The objectives and content of the course, seminar or program;
3. The total hours of instruction and credit;
4. The names and resumes of instructors; and
5. Any additional information regarding (b)1 through 4 above which the Board may require of a specific applicant.

(c) All sponsors shall secure Board approval prior to representing that the course, seminar or program fulfills the requirements of this subchapter.

(d) Board approval of a course, seminar or program shall be considered valid for one year from date of approval, provided that the items identified at N.J.A.C. 8:34-7.6(b)2 through 4 remain unchanged during the one-year time period.

(e) Notice of the date, time and place the course is to be offered shall be provided to the Board if the course is offered additional times during the one year approval period.

8:34-7.5 Record of continuing education credits

(a) An applicant for licensure or licensure renewal shall be required to maintain documentation of course, seminar or program attendance and/or completion, as specified in (b) and (c) below.

(b) An applicant for license renewal shall submit to the Board verification of continuing education hours accumulated by the licensee. Verification material shall be evidence of the successful completion of an approved course, seminar or program, in the form of a certificate or similar official record of attendance signed by the approved sponsor.

(c) An applicant for license renewal shall complete the appropriate licensure renewal forms by listing under continuing education information all the approved courses, seminars or programs which the applicant completed, as well as the number of credits earned, for the renewal period in question.

8:34-7.6 Extension of time

(a) The Board or its designee may, for good cause to be determined by the Board in accordance with N.J.A.C. 8:34-1.8, grant an extension of time the licensee shall have to complete the continuing education requirement for the two year licensure period. All such requests to the Board by the licensee shall be in writing and accompanied by written documentation supporting the reasons for the request.

(b) Extension letters with a date of expiration shall be issued by the Board and shall serve as verification that the individual remains licensed during this period of time. Upon completion of the required continuing education hours within the prescribed period of time, a license shall be issued.

8:34-7.7 Waiver of continuing education credits

(a) The Board or its designee may, in accordance with N.J.A.C. 8:34-1.8, waive all or part of the continuing education requirement for the licensing period. All such request to the Board by the licensee shall be in writing and accompanied by written documentation supporting the reasons for the request.

(b) Waivers shall be granted for one licensure period at a time. If the situation for which the waiver was granted continues, the licensee shall reapply in writing to the Board for a renewal of the waiver.

New Jersey Nursing Home Administrators Licensing Board
Continuing Education Policy

This continuing education policy is intended to create an incentive for nursing home administrators to raise their level of productivity and increase their knowledge about operating a long-term care facility and providing the highest quality of care to residents who reside there.

Continuing education includes workshops and seminars attended in person or through electronic media such as audio and video tape or computer, self-study programs, college courses for credit taken in person or through an electronic medium, reading articles and contributing to the profession through research and publications.

Credit May Be Received For Completion Of The Following

Maximum Hours Of Credit Which May Be Received

Teaching, for the first time, a course, seminar, workshop or program relevant to the practice of long term care administration as determined by the Board	1 hours of continuing education credit for each hour of class presentation time
Teaching, subsequent times, the same course, seminar, workshop or program relevant to the practice of long term care administration as determined by the Board	Equal to 20 percent of the hours of presentation time
Serving as the preceptor to an individual applying for an initial license as a nursing home administrator	16 (per licensing period)
Serving as the preceptor to an individual who is engaged in a remedial internship at the Board's direction	8 (per licensing period)
Teaching, for the first time, a semester course in an accredited institution of higher education relevant to the practice of long term care administration as determined by the Board	2 hours of continuing education credit for each hour of class presentation time
Teaching, subsequent times, the same semester course in an institution of higher education relevant to the practice of long term care administration as determined by the Board	20 percent of the class presentation time
Successful completion of a semester course (48 class hours) from an accredited institution of higher education (taken in person, through home study, or through electronic medium) relevant to the practice of long term care administration as determined by the Board	40
Successful completion of an approved assisted living certification course	20 (one time only)
Approved continuing education programs for Assisted Living Administrators	10 (per licensing period)
Successful completion of a masters thesis in an area relevant to practice of long term care administration as determined by the Board	20 (per licensing period)
Successful completion of a doctoral dissertation in an area relevant to practice of long term care administration as determined by the Board	40 (per licensing period)
Writing a published book in an area relevant to practice of long term care administration as determined by the Board	40
Writing a published article or manuscript for a professional trade publication or journal in an area relevant to practice of long term care administration as determined by the Board	15
Writing a chapter in a published book in an area relevant to practice of long term care administration as determined by the Board	15
Writing a published article for a magazine in an area relevant to practice of long term care administration as determined by the Board	10